



A/R 2-317

OFFICE OF EMERGENCY MEDICAL SERVICES

Administrative Requirements Manual

EFFECTIVE: 2/1/03

AUTHORIZATION: LG

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A/R TITLE: Exam Eligibility – Basic EMT and Advanced EMT Examination

SUPERSEDES: 10/1/02 and all previous others

PURPOSE

To define the application process for the certification examination of the Commonwealth of Massachusetts for EMT-Basics, EMT-Intermediates and EMT-Paramedics.

To define the time limits and number of attempts allowed for candidates taking the EMT-Basic, EMT-Intermediate and EMT-Paramedic examinations in the Commonwealth of Massachusetts.

A/R 2-236 and A/R 2-237A defines the process for EMT-Basics certified/licensed and trained out of state to apply to take the EMT-Basic examination.

A/R 2-323A defines the process for EMT-Intermediates certified/licensed and trained out of state to apply to take the EMT-Intermediate examination.

A/R 2-323B defines the process for EMT-Paramedics certified/licensed and trained out of state to apply to take the EMT-Paramedic examination.

ELIGIBLE CANDIDATES:

The examination is administered to individuals who have successfully completed a Department approved EMT-Basic, EMT-Intermediate or EMT-Paramedic training program; to others who meet DPH/OEMS criteria for equivalent training and are applying to take the examination to obtain Massachusetts certification; to those who wish to take the examination based on other Massachusetts licensure such as Registered Nurse, Physician or Physician Assistant; and to individuals whose Massachusetts EMT certification has lapsed and who meet certain refresher/retraining requirements for reinstatement through examination.

EXAMINATION FEES:

A fee schedule is established for EMT certification, testing and retest examinations. All fees must be submitted at the time of application in the form of a check made payable to Commonwealth of Massachusetts.

PREREQUISITE OF EMT CERTIFICATION FOR ADVANCED EMT CANDIDATES:

EMT-Intermediate and EMT-Paramedic candidates must include their current Massachusetts EMT number on their examination application. Candidates who are not Massachusetts certified EMTs must submit a copy of their current out-of-state EMT certification or National Registration (wallet card listing EMT number and expiration date.) The certification must be verified, in writing, before a candidate can be scheduled to take the examination.



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DEADLINES

- A. An EMT-Basic candidate has a maximum of one year from the official course end date to successfully complete the practical examination. A candidate has a maximum of three attempts within this one-year period to pass the practical examination.
- B.
 - 1. An EMT-Intermediate or EMT-Paramedic candidate must complete both clinical and field internships within one year of the official end date of the didactic portion of the EMT-Intermediate or EMT-Paramedic training program.
 - 2. An EMT-Intermediate or EMT-Paramedic candidate who has successfully completed training must successfully complete the practical examination within a maximum of one year of completing their EMT-Intermediate or EMT-Paramedic program. A candidate has a maximum of three attempts within this one-year period to pass the practical examination.
- C. An EMT-Basic, EMT-Intermediate or EMT-Paramedic candidate must successfully complete the written examination within a maximum of six months of passing their practical examination. A candidate has a maximum of three attempts within this six-month period to pass the written examination.
- D. If a candidate has not successfully completed the practical and written examinations within their time and attempts limits, the candidate will need to successfully complete another Department approved EMT-Basic, EMT-Intermediate or EMT-Paramedic training program in order to take the Massachusetts certification examination.
- E. Candidates Mobilized for Active Military Duty After Submission of Approved Application for EMT Examination: Candidates who successfully completed their EMT training and submitted an approved application to OEMS for examination prior to being mobilized for active military duty as members of a reserve or national guard component of the armed forces, and whose active duty status caused the candidate to miss the one-year deadline for passing the practical examination, as described above, should contact OEMS upon their discharge from active duty. Such candidates may be eligible for a waiver of the one-year deadline. OEMS strongly recommends that candidates for whom a waiver of the deadline is issued take a refresher-training course at the appropriate level of practice prior to taking the practical examination.



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EXAMINATION APPOINTMENTS:

Completed examination applications are placed on file in chronological order by the date they are received at OEMS. Appointments for the practical examination are made on a first come, first served, space available basis. No less than two weeks prior to the examination, candidates are notified by mail of their exam site, date and time.

When a candidate passes the practical examination the candidate will receive instructions for scheduling the written examination.